



COMPLETED 24

P. 1.3:21358

postal bulletin

PB 21358—July 1, 1982—24 Pages

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NOTICE 72

ORIGINAL

Keep all foreign order notices for use as reference.
A tentative *Lottery Order* has been issued against:

CANADA

Confederation Bureau
P.O. Box 2000, 55 McCaul St.
and
P.O. Box 2000, 55 McCaul St.
Toronto, Ontario

D.M.O.
1125 Dundas Street, East, Suite 10
Mississauga, Ontario

Document Control Bureau
#103-6011 Westminister Hwy.
Richmond, B.C.

Princess Sales
P.O. Box 230, 549 Columbia St.
and
P.O. Box 230, 549 Columbia St.
New Westminister, B.C.

C.C.C.
P.O. Box 1348, Station B
and
P.O. Box 1348, Station B
Mississauga, Ontario

IRELAND

Alan Rickard
11 Hermitage View
Grange Rd.
Dublin

Final Orders

The tentative *Lottery Orders* against the following
have become final:

FEDERAL REPUBLIC OF GERMANY

Xpres Wagner Telex
P. Fach 1905
D-2 Hamburg

IRELAND

Linda Bacon
40 Priory Road
Harold's Cross, Dublin

Louise Barron
"Moirra-Villa"
Lucan Road
Chapelizod, Dublin

Do not dispatch any mail to the above. Place the
mail pieces in a pouch which has been endorsed

"Foreign Order Mail" and send it to the Postmaster
of New York, NY 10001, Attention: Claims, Inquiry
and Undeliverable Mail, G.P.O., Room 2029-A. Do
not place any endorsement on the mail pieces them-
selves.

This notice may be posted at the outgoing primary
and it must be posted on the Foreign Order Board
at all SCFs and designated International Exchange
Offices.—*Judicial Officer, 7-1-82.*

Nonfund Cost Transfers—Expendable Equipment

Since the start of the excess personal property re-
distribution program in mid-FY 1976, the Postal Ser-
vice has avoided new equipment expenditures totaling
\$144 million by redistributing excess property. The
continuation of the program's success depends on the
motivation of managers to devote resources needed to
accurately identify, report, and transfer excess
property.

Supply management personnel are reminded that
there are procedures for effecting negotiated nonfund
cost transfers between postal organizations for idle ex-
pendable equipment. These procedures are prescribed
in Regional Instruction 979-Fin-178, Field as 446 and
Handbook AS 701.—*Supply Management.*

These procedures provide an incentive to redistrib-
ute idle expendable equipment by crediting organiza-
tions for the negotiated cost transfers of equipment
and charging the requiring organizations. Moreover,
they contribute greatly to reducing expenditures for
new equipment and reducing storage requirements.—
Procurement & Supply Dept., 7-1-82.

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BEST COPY AVAILABLE

RURAL CARRIER RELIEF TIME RECORDING

Rural Carrier Relief employees (Designation 75) may perform service (a) on a Regular Rural Route, (b) on an Auxiliary Rural Route, and (c) as Relief on an over-burdened Regular Rural Route.

Managers responsible for rural carrier time and attendance recording should become familiar with the following procedures for timely and accurate processing of payroll for these employees.

A. Rural Carrier Relief Performing Service on a Regular Rural Route (Exhibit 1)

When the RCR is performing service on the regular rural route in the absence of the regular carrier, record employee's service on the regular rural carrier's timecard (Form 1314) in the same manner as you would a substitute rural carrier (Designation 73).

B. Rural Carrier Relief Performing Service on an Auxiliary Route (Exhibit 2)

When the RCR is performing service on an Auxiliary route, use the preprinted timecard (Form 1314-A) issued by the Postal Data Center (issued when the RCR is assigned the auxiliary route) for the current period. If a preprinted 1314-A is not issued, submit a manually prepared timecard.

C. Rural Carrier Relief Performing Service on an Over-Burdened Regular Rural Route (Exhibit 3)

When an RCR is performing service on an over-burdened route, use a manually prepared timecard (Form 1314-A) as in B above. However, the route type must be A and the route number must be that of the route being served; i.e., K04 = A04.

D. Rural Carrier Relief Method of Compensation

1. Determination of salary rate

The salary for an RCR, Designation 75, is at a fixed hourly rate. An RCR does not receive COLA or steps.

To determine the hourly rate, use the annual basic salary (salary without COLA) for a 40 hour evaluated route, Step-1. Use salary chart without COLA roll-in. Divide this salary by 2080 and round to two decimals; i.e., $\$15,608 \div 2080 = \$7.5038$ rounded to \$7.50.

This hourly rate will continue until the basic annual salary changes; i.e., contractual increases, usually in July each year.

2. Salary for an RCR on an Auxiliary Route or Over-Burdened Route

The RCR will be compensated at the hourly rate for all actual work hours reported to the PDC on Form 1314-A.

3. Salary for an RCR Performing Service on a Regular Rural Route

To calculate payment for an RCR serving a regular rural route, you must first determine the daily evaluated hours for the routes serviced each week. The weekly evaluated pay hours of the routes are divided by 6 days (H or M route), 5.5 days (J routes), or 5 days (K routes).

Example

Evaluated hours	Route type	Daily evaluated hours
46	H or M	= 7.67
46	J	= 8.36
46	K	= 9.20

The daily evaluated hours are then multiplied times the number of days the employee served the route for a particular week.

REGULAR RURAL CARRIER TIME CERTIFICATE														
SEQ NO.	NAME OF RELIEF CARRIER	SOCIAL SECURITY NUMBER	WEEK 1 INFORMATION						WEEK 2 INFORMATION					
			ACTUAL WKLY WORK HOURS	TRIPS	NO ENDS EN ROUTE	DEV	ACTUAL WKLY WORK HOURS	TRIPS	NO ENDS EN ROUTE	DEV				
1.	A. R. ELG	876-54-3210	26 57	3				08 25	1					
2.			HRS HUND					HRS HUND						
3.			HRS HUND					HRS HUND						
NAME OF ASSIGNED CARRIER		CAG	FINANCE NUMBER		SOCIAL SECURITY NUMBER			DES	ROUTE NUMBER	FLSA CODE	PAY PERIOD	YEAR		
M. R. ELLINGSON		8R	12-3456		987-65-4321			71	K04	B	11	82		
IDENTIFY ALL ABSENCES WITH FOLLOWING CODES: ANNUAL LEAVE-----A COMP. OF PAY-----C HOLIDAY LEAVE-----H HOLIDAY WORK-----V LEAVE W/O PAY-----L LIMITED DUTY-----E OTHER LEAVE-----O RELIEF DAY TAKER-----R SICK LEAVE-----S TRAINING-----T WORKED RELIEF DAY-----W 10-DAY ROUTE-----X 11-DAY ROUTE-----Y STANDARD DUTY-----Z			DAYS ASSIGNED CARRIER ABSENT				ACTUAL WKLY WORK HOURS	DAILY OVERTIME	TRAINING HOURS	COP HOURS	LTD. DUTY HOURS	ROUTE DEV	GT VEH USED	MILES OMITD
			WE	SAT	SUN	TUE	WED	THU	FRI	22 56	HRS HUND	HRS HUND	HRS HUND	HRS HUND
			1	K	A	A								
			2	K										
			3	K										
NOTE: LEAVE THE BLOCKS BLANK FOR THOSE DAYS THE ASSIGNED CARRIER PERFORMED SERVICE. THIS IS TO CERTIFY THAT THE ABOVE CARRIER RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS.														
			5/28/82		I. M. Postmaster			MRE		CHRISTMAS WK ASST. WK. HRS.		1 HRS HUND		
			DATE		SIGNATURE OF POSTMASTER							2 HRS HUND		

Exhibit 1

Rural Carrier Relief employee A. R. Elg performed service on a regular rural route K04 for three days, week 1 and one day week 2. Actual work hours week 1 of 26.57 and 8.25 week 2.

Employee will receive 4 trips equipment maintenance at the appropriate rate for that route.

NOTE: See Section D for RCR's method of compensation.

Example

7.67 daily evaluated hours X 3 days = 23.01
 8.36 daily evaluated hours X 4 days = 33.44
 9.20 daily evaluated hours X 2 days = 18.40

The total evaluated hours each week are multiplied by the hourly rate for gross wages.

4. Overtime for Rural Carrier Relief Employee

When an RCR exceeds 40 actual work hours in any week on all timecards, he/she will be compensated for the first 40 hours at the hourly rate and 150% of the hourly rate on all actual hours in excess of 40.

NAME OF AUXILIARY CARRIER		CAC	FINANCE NUMBER	SOCIAL SECURITY NUMBER	PSA CODE	DES.	ROUTE No.	PAY PERIOD	YEAR																																																												
B. E. JOHNSON		9R	23-4567	765-43-2109	P	75	A06	11	82																																																												
NOTE: THE ROUTE NO. MUST BE COMPLETED PRIOR TO SUBMISSION TO THE POSTAL DATA CENTER. <table border="1"> <thead> <tr> <th rowspan="2">WK</th> <th colspan="2">ACTUAL WEEKLY WORK HOURS (1)</th> <th colspan="2">TRAINING HOURS (2)</th> <th colspan="2">NIGHT WORK (3)</th> <th colspan="3">EQUIPMENT ALLOWANCE (4)</th> <th colspan="4">LEAVE (5)</th> <th rowspan="2">Christmas (6) Assistant Work Hours</th> </tr> <tr> <th>HRS</th> <th>HUND</th> <th>HRS</th> <th>HUND</th> <th>HRS</th> <th>HUND</th> <th>HOURS</th> <th>TRIPS</th> <th>MILES</th> <th>ANNUAL</th> <th>SICK</th> <th>OTHER</th> <th>COP</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>29</td> <td>83</td> <td></td> <td></td> <td></td> <td></td> <td>17</td> <td>6</td> <td>072</td> <td></td> <td></td> <td></td> <td></td> <td>HRS</td> <td>HUND</td> </tr> <tr> <td>2</td> <td>27</td> <td>14</td> <td></td> <td></td> <td></td> <td></td> <td>14</td> <td>5</td> <td>060</td> <td></td> <td></td> <td></td> <td></td> <td>HRS</td> <td>HUND</td> </tr> </tbody> </table> THIS IS TO CERTIFY THAT THE ABOVE CARRIER RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS. 5/28/82 I. M. Postmaster DATE SIGNATURE OF POSTMASTER BEJ CARRIERS INITIALS										WK	ACTUAL WEEKLY WORK HOURS (1)		TRAINING HOURS (2)		NIGHT WORK (3)		EQUIPMENT ALLOWANCE (4)			LEAVE (5)				Christmas (6) Assistant Work Hours	HRS	HUND	HRS	HUND	HRS	HUND	HOURS	TRIPS	MILES	ANNUAL	SICK	OTHER	COP	1	29	83					17	6	072					HRS	HUND	2	27	14					14	5	060					HRS	HUND
WK	ACTUAL WEEKLY WORK HOURS (1)		TRAINING HOURS (2)		NIGHT WORK (3)		EQUIPMENT ALLOWANCE (4)				LEAVE (5)				Christmas (6) Assistant Work Hours																																																						
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2	27	14					14	5	060					HRS	HUND																																																						

1. ENTER WEEKLY HOURS & HUNDRETHS WORKED AS AUXILIARY CARRIER.
 2. ENTER TRAINING HOURS IN TRAINING HOURS BLOCK & ADD TO ACTUAL WEEKLY WORK HOURS.
 3. MAKE ENTRIES ONLY WHEN AUXILIARY CARRIER IS ELIGIBLE FOR NIGHT PAY.
 4. EQUIPMENT MAINTENANCE ALLOWANCE.
 (A) ACTUAL WEEKLY ROUTE HOURS ONLY.
 (B) TOTAL WEEKLY TRIPS.
 (C) TOTAL WEEKLY MILES.
 5. LEAVE: ENTER WHOLE HOURS ONLY. NOTE: "OTHER LEAVE" REASON MUST BE ANNOTATED ON REVERSE OF FORM 1314.
 6. CHRISTMAS ASSISTANT WORK HOURS: TO BE USED ONLY DURING CHRISTMAS PERIODS.

PRIOR G-05336

Exhibit 2

Rural Carrier Relief employee B. E. Johnson performed service on Auxiliary Route A06 for six days week 1 and five days week 2. Actual work hours week 1 of 29.83 and 27.14 week 2.

It is very important that the indicative data line at top of 1314-A is completed properly. Verify Finance Number, Social Security Number, Pay Period and Year.

Also, correct Auxiliary Route Number must be entered to properly compute equipment maintenance allowance (EMA).

The Postal Data Center will compute EMA based on hours, trips or miles.

NOTE: See Section D for RCR's method of compensation.

NAME OF AUXILIARY CARRIER		CAC	FINANCE NUMBER	SOCIAL SECURITY NUMBER	PSA CODE	DES.	ROUTE No.	PAY PERIOD	YEAR																																																												
L. D. NELSON		9R	34-5678	654-32-1987	P	75	A04	11	82																																																												
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 2. ENTER TRAINING HOURS IN TRAINING HOURS BLOCK & ADD TO ACTUAL WEEKLY WORK HOURS.
 3. MAKE ENTRIES ONLY WHEN AUXILIARY CARRIER IS ELIGIBLE FOR NIGHT PAY.
 4. EQUIPMENT MAINTENANCE ALLOWANCE.
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 6. CHRISTMAS ASSISTANT WORK HOURS: TO BE USED ONLY DURING CHRISTMAS PERIODS.

NECS/MP-30746

Exhibit 3

Rural Carrier Relief employee L. D. Nelson performed service on an over-burdened Regular Rural Route K04. However, the route number entered on 1314-A must be A04.

It is important that the indicative data line at top of

1314-A is completed properly, as stated in Exhibit 2. EMA will be computed by the Postal Data Center, based on miles recorded.

NOTE: See Section D for RCR's method of compensation.—Finance Dept., 7-1-82.

EXPRESS MAIL SPECIAL PERMIT ADVANCE DEPOSIT

Effective July 10, 1982, new procedures will be implemented which will eliminate the Form 5625A, "Express Mail Custom Designed/Same Day Airport Service Mailing Statement." These procedures require the following action:

Customer Services

MSC Directors of Customer Services must assure that every user of Custom Designed (domestic and international) and/or Same Day Airport Service who pays postage via Special Permit Advance Deposit Accounts discontinues the use of Form 5625A on July 10, 1982, and disposes of all remaining Forms 5625A at that time. Customers will continue to complete all other forms and labels used under current preparation procedures.

Instruct customers mailing Same Day Airport shipments under Special Permit Advance Deposit Accounts to write their account numbers (agreement number preceded by an *X*) in the *Customer Number*, if Any block on the Same Day Airport Service label, Label 11C.

NOTE: Account numbers for Same Day Airport Service shipments where meter postage is used (Advance Deposit Accounts held locally) *must not* be written on the Label 11C. These numbers should be written on the Form 5625B.

Pickup Personnel

Postal personnel picking up Express Mail Custom Designed Service shipments (domestic and international), mailed under Special Permit Accounts must continue to check Form 5625 to ensure that the customers have written in their account numbers.

The pickup employee will then date and sign the Form 5625, detach the second (customer) copy and give it to the customer, and insert the three remaining copies into the envelope EP-13.

Acceptance Personnel

Acceptance personnel will verify the weight shown on Form 5625 (circle in red if incorrect weight has been given), detach the top (origin or finance) copy and forward to the accounting unit. (Copies bearing a Special Permit Account number should be bundled separately.)

NOTE: All copies of Form 5625 will now be used. Customers and acceptance personnel must *not* dispose of any copies of this form, as was previously required.

Acceptance personnel at all airport mail facilities must separately bundle all Express Mail Same Day Airport Service labels (Labels 11C) bearing the Special Permit Account number in the *Customer Number*, if Any block and forward the Finance copy to the accounting unit. This does not include shipments paid by meter postage where the Form 5625B is used.

Accounting Unit at Office of Mailing

Volume/revenue for Express Mail Custom Designed (domestic and international) and Express Mail Same Day Airport Service shipments mailed under Special Permit Accounts will be entered directly from each origin or finance copy of the Form 5625 or Label 11C.

Each form or label will require a separate entry.

Instead of sending two copies of the Form 5625A to the office holding the Special Permit Account, the office of mailing will file the origin or finance copy of Form 5625 or Label 11C by accounting period (A/P) in a suspense file. At the end of each A/P, the "Special Permit Account Drawdown Verification Statement" (Item 12 in the reports menu) will be extracted for the appropriate A/P and matched with the appropriate copies of the Forms 5625 or Labels 11C from the suspense file. The drawdown verification statement can be extracted for any one of the three previous A/Ps by selecting option #12 in the reports menu. If there are any discrepancies, the statement should be extracted again, approximately one week later. If the discrepancies still exist, the office holding the account should be notified so that the discrepancies can be eliminated.

NOTE: Although the office holding the account is responsible for resolving all discrepancies, it is the office of mailing which is responsible for detecting them.

Adjustments for refunds, overpayments and underpayments should be entered into the system using the appropriate transaction code for each. Refund and overpayment adjustments must be supported by a Form 3533 (Application and Voucher for Refund of Postage and Fees, or a claim from the customer), and be filed with the appropriate Form 5625. Procedures for reporting volume/revenue for all government Express Mail shipments mailed under a penalty indicia will remain the same as they are now.

Accounting Unit at MSC Associate Office Holding Special Permit Accounts

Effective July 10, 1982, the *Special Permit Account Drawdown Statement* (Item 11 in the reports menu) will be used as the *source document* for withdrawing funds from the Special Permit Advance Deposit Accounts. Procedures for extracting and using the statement are as follows:

1. Select option 11 in the reports menu to generate the statement.

2. When system prints the question *Did report print OK?* the *Yes* response must be entered, unless, and *only unless*, additional copies are needed for forwarding to associate offices (as explained in item 4 below), or the statement is severely damaged or interrupted during printing. In either of these two cases, the *No* response may be entered which will require that steps 1 and 2 be repeated.

3. Adjustment entries for refunds or overpayments made via Express Mail Reporting System (EMRS) at the office of mailing will automatically reduce the amounts in the total revenue column. However, if the adjustment amount is greater than the amount in the revenue column, the final total revenue figure will be preceded by a minus (-) or credit (CR) symbol. This amount will be treated as a credit to the customer's Special Permit advance Deposit Account and as a refund of postage and fees. Issue Form 3544, Post Office Receipt for money, for the credit and use the drawdown statement to support the refund entry.

4. Send the drawdown statement to the accountbook employee. If the account is maintained at an associate

office, send two copies of the statement to the postmaster. The associate office will make the appropriate entries to the accounts; date and sign both copies of the drawdown statement; return one copy to the MSC accounting unit; and retain one copy as a support document.

5. Reduce each account listed in column one of the statement by total amount shown for A/P 11 and/or any subsequent A/P. Postage for all shipments mailed prior to A/P 11 should be withdrawn using Form 5625A, according to current procedures.

6. File the Special Permit Account Drawdown Statements according to the A/P in which they are extracted.

The drawdown statement can be extracted on an as-needed basis; however, it is suggested that the statement be extracted and the corresponding accounts be posted at least once a week. Once the statement is extracted, and the *Yes* response given, the data no longer will be available to the office holding the Special Permit Account. The system has been programmed this way to eliminate the possibility of duplicate withdrawing of funds for the same shipment.

Since the new procedures will eliminate the PS Form 5625A, "Express Mail Custom Designed/Same Day Airport Service Mailing Statement," reference to that Form in Section 293 of the Domestic Mail Manual must be eliminated. Accordingly, effective July 10, 1982, Section 293 of the DOMESTIC MAIL MANUAL is amended to read:

293 Evidence of Mailing

A receipt showing the time and date of mailing will be provided to the mailer upon acceptance of Express Mail by the Postal Service. This receipt serves as evidence of mailing. Form 5625, *Express Mail Service Receipt*, is used for Express Mail Custom Designed Service; 5625-B for pickup of Express Mail Next Day Service mail, Label 11A or 11B for Express Mail Next Day Service; and Label 11C for Express Mail Same Day Airport Service.

These changes will also be incorporated into an updated revision of Handbook M-68, *Express Mail*. All offices are reminded to begin using these new procedures on, and not before, July 10, 1982.—*Customer Services Dept., 7-1-82.*

RURAL CARRIER—HIGHER LEVEL ASSIGNMENTS

There are two separate methods for making payment to rural carriers assigned to a higher level position, determined by the frequency and duration of the assignment.

A rural carrier detailed to a higher level assignment, must be issued a written management order (Form 1723), on each occurrence, stating the beginning and approximate termination date, and directing the employee to perform the duties of the higher level position. A copy of this order will be filed in the employee's personnel folder.

Assignments of 30 Days or More

In accordance with Article 25, Section 1 of the 1981-1984 USPS-NRLCA Agreement, the rural carrier who is assigned to a higher level position under a different salary schedule will first be converted to that of a 40-hour evaluated route, attained step.

a. A Form 50-A must be prepared using NOA 901 *Detail* assigning the employee to the higher level position (see Handbook P-11, 614.62).

b. When the assignment is terminated, a Form 50-A must be prepared using NOA 900 *Detail Termination* assigning the employee back to the rural carrier position (see Handbook P-11, 614.61).

The higher level pay of the detailed employee is calculated by applying the promotional increase rule for the schedule in which the assignment is performed, to the base salary, (salary with COLA), for a 40-hour evaluated route, attained step. If this adjusted base salary falls between two steps (base salary) of the higher grade, it is advanced to the higher step, but not in excess of the maximum of the higher grade.

Assignments of Less Than 30 Days—Intermittent

When the assignment is for less than 30 days in duration, do not prepare Form 50.

For timecard reporting on Form 1314, *Rural Certificate*:

a. Record O (Other Leave) for each day employee performs higher level.

b. Annotate on the reverse of the 1314 as to the purpose of the other leave.

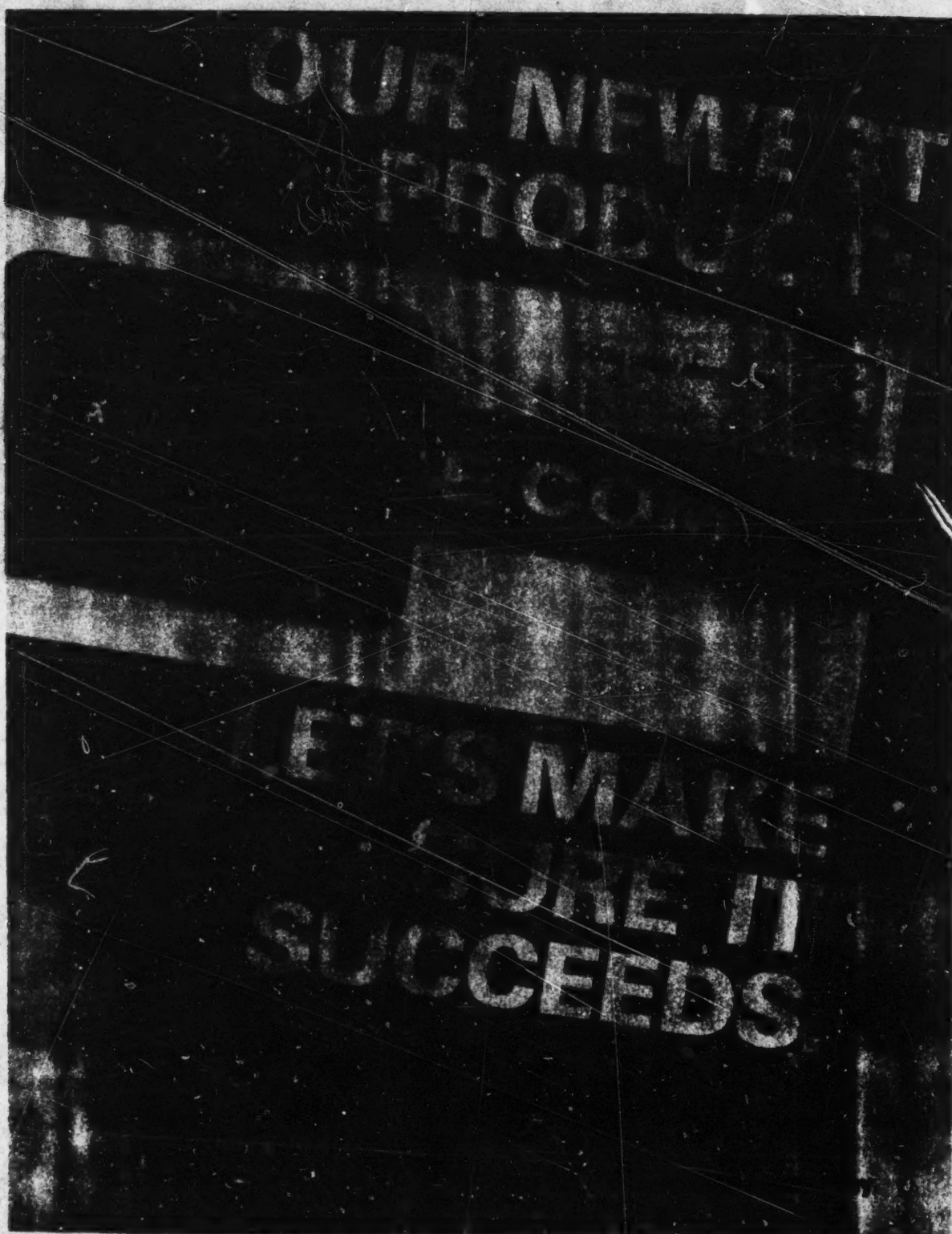
This procedure will pay the regular rural carrier a day's evaluation for each O recorded, plus allow a substitute to carry the route and be properly compensated.

The following pay period, the office should transfer, via Form 1236, the hours from rural into the craft to which the carrier worked higher level.—*Finance Dept., 7-1-82.*

Uniform Allowance—New Footwear

A style of footwear that resembles jogging shoes is being purchased by some employees as a reimbursable item under the Uniform Allowance Program. Jogging style shoes meeting the specifications for shoes found in EMPLOYEE & LABOR RELATIONS MANUAL 583.1, i.e., having black leather or poromeric uppers and being capable of accepting a buff shine to obtain a glossy finish, are authorized items of uniform apparel.

In addition, jogging style shoes having all leather or poromeric uppers generally are acceptable and safe footwear in most areas of the workroom floor. Athletic shoes, jogging shoes (except as specified above) tennis shoes, or sneakers, constructed of canvas, nylon or similar material, are not acceptable attire for the workroom floor. The responsibility for determining whether a particular style of shoe is acceptable footwear on the workroom floor properly belongs to the supervisor having jurisdiction over the work location.—*Employee Relations Dept., 7-1-82.*



POSTAL BULLETIN INDEX

April-June 1982

21345-21357

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—Office of Data Management, 7-1-82.

MIGRATORY BIRD SURVEY

The Postal Service is again cooperating with the Fish and Wildlife Service, Department of the Interior, in a survey to measure the harvest of migratory waterfowl during the coming hunting season. Only certain postal units have been selected to participate. Each of these is being mailed parcels of Form 3-1823, *Survey Contact Cards* (hunter address cards), together with instructions for issuing the cards and an acknowledgment form (M.S. No. 7) enclosed in each parcel. The postal unit manager will inform employees of the survey instructions and acknowledge receipt of the cards on Form M.S. No. 7.

In some larger cities, not all stations and branches will participate in the survey. In those cities, postmasters will be sent individual parcels of Survey Contact Cards only for those outlets selected for participation, and only these designated outlets will distribute the cards.

Instructions

Give all purchasers of Migratory Bird Hunting and Conservation Stamps (duck stamps), including stamp collectors and non-hunters as well as hunters, a Form 3-1823 Survey Contact Card at the time of purchase and request (their participation is voluntary but essential to the survey's success) them to fill out the address portion and return it to the postal clerk for mailing.

The customer detaches and keeps the stub (hunting diary) portion of the card to record daily hunting activity. This is to be copied onto a questionnaire the customer will be mailed at the end of the hunting season.

Customers purchasing duck stamps for distribution to other hunters are to be given one Survey Contact Card for each stamp bought and asked to request the eventual stamp recipient to fill out, detach and mail the business-reply portion of the card without delay. Stamp collectors, however, are to be given only one card.

The cooperation of all postmasters, branch and station managers concerned with this survey is requested.—*Delivery Services Dept.*, 7-1-82.

POM Revision

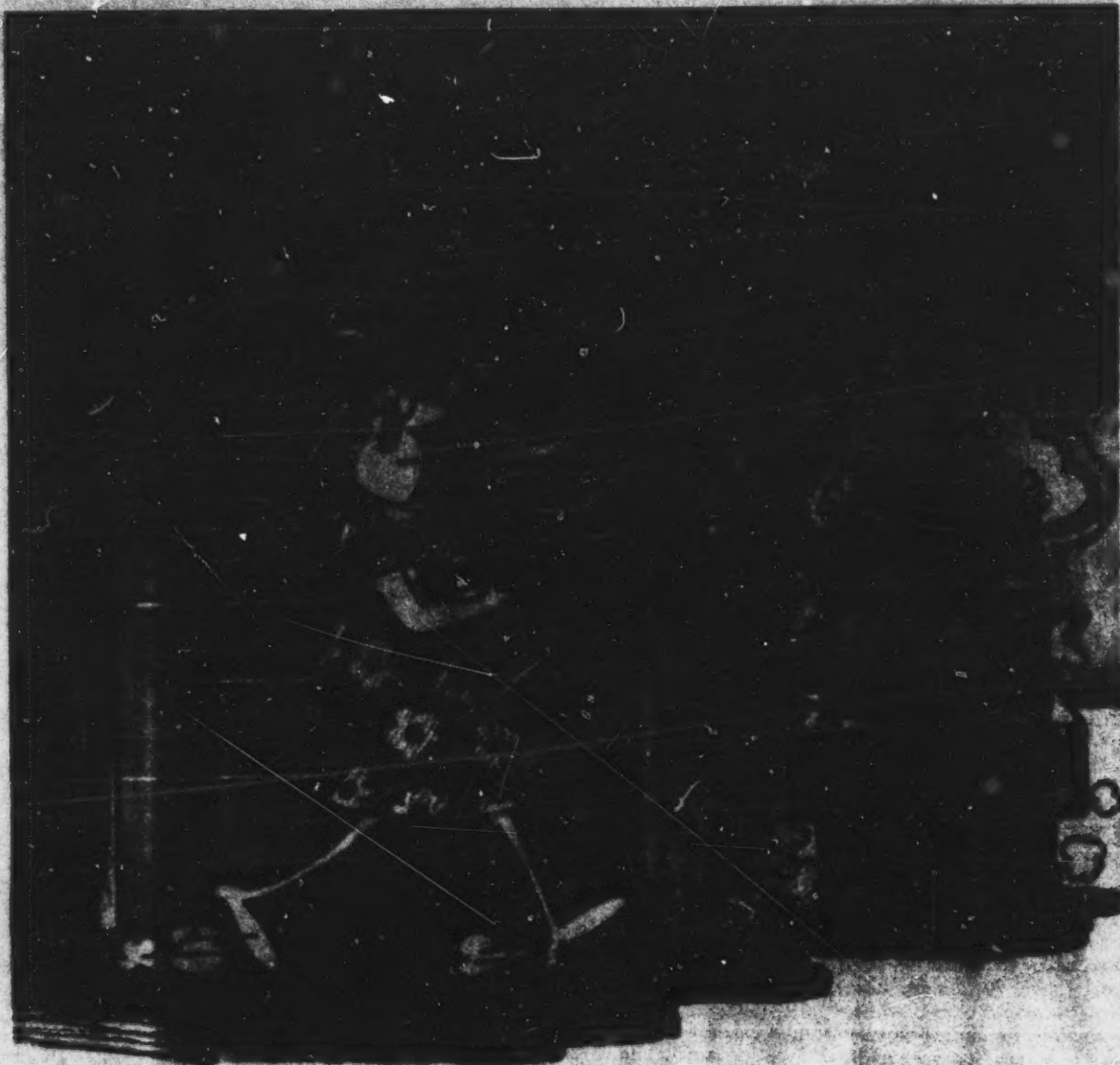
Label Processing

Change POSTAL OPERATIONS MANUAL (POM) 431.51:

431.51. Label Processing. Dispose of all labels upon receipt.

Delete POM 431.511 and 431.512.—*Mail Processing Dept.*, 7-1-82.

BEST COPY AVAILABLE



**Watch out for blind corners
and swinging doors**



BEST COPY AVAILABLE

Domestic Orders

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered
VA, Arlington 22203.....	Disabled American Veterans News 4141 North Henderson Road Plaza 4
GA, Atlanta 30366.....	Athena Products, Ltd. Box 81371
GA, Dunwoody 30338.....	Athena Products, Ltd. 1551 Dunwoody Village Pkwy. P.O. Box 888653
GA, Chamblee 30366.....	Athena Products, Ltd. 3545 Broad Street P.O. Box 81112
GA, Doraville 30362.....	Athena Products, Ltd. 5999 New Peachtree Rd. P.O. Box 48392
GA, Atlanta 30366.....	Athena Products, Ltd. 3545 Broad Street P.O. Box 80783
GA, Atlanta 30324.....	Athena Products, Ltd. 780 Morosgo Dr., N.E. P.O. Box 13321
GA, Atlanta 30359.....	Athena Products, Ltd. 3104 Briarcliff Rd., N.E. P.O. Box 29501
GA, Atlanta 30324.....	Athena Products, Ltd. 780 Morosgo Dr., N.E. P.O. Box 14152
GA, Atlanta 30340.....	Athena Products, Ltd. 3176 Marjan Dr.
GA, Decatur 30030.....	Athena Products, Ltd. P.O. Box 757 520 W. Ponce de Leon Ave.
GA, Avondale Estates 30002.	Athena Products, Ltd. P.O. Box 311 15 Franklin Street
GA, Scottsdale 30079.....	Athena Products, Ltd. P.O. Box 893 3328 E. Ponce de Leon Ave.
GA, Atlanta 30359.....	Athena Products, Ltd. P.O. Box 98377 3104 Briarcliff Rd., N.E.
GA, Atlanta 30347.....	Athena Products, Ltd. P.O. Box 95294 4 Executive Park Dr., N.E.

—Judicial Officer, 7-1-82.

Gold Medallion Sale Ends

The Bureau of the Mint has announced that the last date for mailing 1981 gold medallion orders will be July 4, 1982. Since all postal facilities will be closed on Sunday, July 4, the final day for accepting and date stamping customers' orders will be July 3. At the close of business on that date, all gold medallion materials should be discarded. Questions concerning the Gold Medallion Program should be referred to the Bureau of the Mint, 55 Mint Street, San Francisco, CA 94175.—Delivery Services Dept., 7-1-82.

Federal Income Tax Withholding

In POSTAL BULLETIN 21357 (6-24-82), please correct the date at the end of paragraph 1 of the article *Federal Income Tax Withholding* to read July 2, 1982.
—Finance Dept., 7-1-82.

Domestic First Flight Cachet

Delta Air Lines has announced new round trip service beginning August 1, 1982, from Atlanta, GA, and Tulsa, OK, to Oklahoma City, OK.

Official cachet and philatelic treatment for first flight service are outlined in the POSTAL OPERATIONS MANUAL, 244.63.

To prepare and send covers for official philatelic treatment, follow these procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 20 cents for the first ounce, 17 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression of the cancellation.
6. Enclose the prepared covers in another envelope, indicate segment desired by pencil notation in the upper right corners of the covers, and address as follows:

Cachets to be applied by	Send covers to
Atlanta City Post Office	Postmaster Atlanta Sectional Center, Rm. H 108 3900 Crown Road Atlanta, GA 30304-9998
Atlanta AMF	Operations Manager Airport Mail Facility Hartsfield International Airport Atlanta, GA 30320-9998
Tulsa City Post Office	Postmaster U.S. Post Office Tulsa, OK 74101-9998
Oklahoma City Post Office	Postmaster Main Post Office Oklahoma City, OK 73125-9998

7. Endorse the lower left corner of the outer envelope containing the covers with *First Flight Covers* for easy identification.

8. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.

Covers bearing previous postmarks and those not prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer.—Customer Services Dept., 7-1-82.

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1800 1100 1200

EXPRESS MAIL REPORTS, FORM 5662

Effective with Weekly Service Performance reports submitted for the week of June 12, 1982. Express Mail failure reporting procedures were revised as follows:

1. Use a separate Form 5662 to report Express Mail failures for each 5-digit destination ZIP Code. This will require that a Form 5662 be completed for each associate office; station or branch of a multi-ZIP Coded city; and the airport mail facility.

2. In item 3 (Reporting Office ZIP Code) on Form 5662, shows the receiving unit 5-digit ZIP Codes:

a. the receiving post office, station or branch for Next Day A Label

b. the Addressee ZIP Code for Next Day B Label and Custom Designed

c. The receiving airport mail facility for C Label

3. In Item 11 (ZIP Code Origin Office), show the 5-digit post office ZIP Code as shown in the orange bordered sections of Label A and B, the 5-digit AMF ZIP Code for Label C; and the 5-digit ZIP Code shown in the *FROM* section of Form 5625 for Custom Designed.

4. Management sectional centers should maintain a check-off list to ensure receipt of all Forms 5662 no later than Tuesday following the end of the reporting week.

5. Management sectional centers will not be required to prepare a consolidated report. All Forms 5662 should be batched together in one mailing.

6. Management sectional centers with Washington, D.C. on their Next Day Service networks must mail by Express Mail (Label B) all Forms 5662 no later than 5:00 p.m. each Wednesday to the address below:

Weekly Service Performance Report
L'Enfant Plaza Station
Post Office Box 23961
Washington, DC 20024

Management sectional centers whose networks do not include Washington, D.C. must use Priority Mail to ship to the same address by the same time on Tuesdays.—Customer Services Dept., 7-1-82.

PICTORIAL HANDSTAMPS

There have been some problems recently with the improper use and disposition of pictorial cancellation handstamps. All postmasters involved with pictorial cancellations should review the regulations in *DOMESTIC MAIL MANUAL (DMM) 164, Cancellations for Philatelic Purposes*, in particular, 164.42, *Pictorial Cancellations*.

In fairness to philatelists and to protect the integrity of the hobby, postmasters in cities offering these cancellations must assure that they are not applied to covers presented for hand back service after the date of the postmark. Also, mail requests for these cancellations not received on or before the date of the cancellation must be returned unserved. All pictorial handstamps must be disposed of in accordance with DMM 164.96 which states that they "... must be returned by the

postmaster to the Regional Retail Branch 65 days after close of the exhibition or convention, by which time all replacements will have been handled. The Regional Retail Manager shall destroy the cancellation device upon receipt."

All requests for pictorial cancellations to be used in the first day city on the first day of issue for a stamp or stationery item should be carefully reviewed before authorization is granted. Use of such cancellations should not be encouraged due to the extra burden it places on postal personnel in the first day city during a time when their major concerns should be efficient operation of the first day sales and canceling units in conjunction with the first day of issue ceremony.—Customer Services Dept., 7-1-82.



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Priority Mail Means Priority Handling

Give it the priority treatment it deserves



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MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. A. New Style. (Listed below). Destroy PB 21357 listing. B. Old Style. (Gray) C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

213 578 4229 to 4399	258 450 6755 to 6799	265 506 2000 to 2099	272 068 6009 to 6099
217 210 7100 to 7299	258 480 2600 to 2899	265 541 8254 to 8299	272 075 3700 to 3899
217 288 7000 to 7024	258 618 0254 to 0299	265 719 5370 to 5399	272 133 0400 to 0599
217 510 0002 to 0099	258 643 2765 to 2774	265 956 3900 to 3999	272 277 4600 to 5299
217 667 3400 to 3599	258 950 5217 to 5299	266 369 4447 to 4499	272 643 2986 to 2999
219 726 9924 to 9999	258 950 5433 to 5499	266 399 5845 to 5899	273 109 8710 to 8799
227 332 8000 to 8099	259 084 1386 to 1399	266 442 2360 to 2399	273 142 4076 to 4099
229 350 0600 to 0699	259 227 0700 to 1499	266 547 6565 to 6599	273 304 8587 to 8599
238 169 7587 to 7599	259 340 0828 to 0999	266 775 2669 to 2699	273 312 4926 to 5199
241 685 5124 to 5199	259 373 3861 to 3899	266 805 8372 to 8399	273 312 7600 to 7799
241 908 2486 to 2499	259 628 0936 to 0999	266 942 9343 to 9399	273 391 2300 to 2399
243 766 6730 to 6799	259 745 1300 to 1499	266 942 9754 to 9799	273 568 4736 to 4799
245 103 9400 to 9499	259 783 7821 to 7899	266 942 9900 to 9999	273 610 1573 to 1599
245 279 1420 to 1499	259 825 5819 to 5899	267 841 9022 to 9099	274 034 4655 to 4699
247 066 9300 to 9399	259 950 3053 to 3099	267 917 1874 to 1999	274 034 4752 to 4799
247 086 4200 to 4299	259 950 3300 to 3499	268 202 3665 to 3699	274 034 4900 to 4999
247 113 5635 to 5699	260 144 7415 to 7499	268 224 1500 to 1699	274 229 8903 to 8914
247 490 1960 to 1999	260 198 2856 to 2898	268 243 7679 to 7699	274 372 3943 to 3999
247 490 2086 to 2099	260 229 5638 to 5699	268 246 8600 to 8699	274 507 3213 to 3299
247 544 0200 to 0214	260 324 9000 to 9099	268 299 0000 to 4999	274 609 4285 to 4299
247 983 1511 to 1899	260 479 3500 to 3599	268 329 6466 to 6499	274 990 9045 to 9099
248 102 6984 to 6999	260 743 5000 to 5099	268 653 8300 to 8399	274 999 9031 to 9199
248 423 4864 to 4899	260 894 8061 to 8099	268 657 2928 to 2999	275 130 1326 to 1355
248 440 7916 to 7971	261 002 6451 to 6499	268 834 6500 to 7999	275 313 4737 to 5199
249 945 6900 to 6999	261 052 5271 to 5299	268 881 7700 to 7799	275 541 0100 to 0299
250 565 7029 to 7040	261 175 6200 to 6299	269 414 2084 to 2099	275 543 0902 to 0999
250 919 5218 to 5299	261 459 5800 to 5899	269 416 3526 to 3599	275 962 6800 to 6999
250 951 4340 to 4363	261 459 6722 to 6799	269 527 9532 to 9599	276 083 1600 to 1999
250 991 9778 to 9799	261 506 0686 to 0699	269 553 1200 to 1299	276 073 5200 to 5699
251 518 6281 to 6399	261 533 2067 to 2299	269 795 1977 to 1999	276 091 7917 to 7999
251 964 6056 to 6199	261 935 6500 to 6599	269 821 1147 to 1199	276 100 9400 to 9899
252 171 2041 to 2056	261 954 6334 to 6399	269 878 5666 to 5699	276 495 4800 to 4849
252 238 2299 to 2399	261 965 4168 to 4199	269 911 1140 to 1199	276 540 8653 to 8699
252 891 1159 to 1199	262 240 6607 to 6665	269 911 1262 to 1299	277 121 1000 to 2999
253 192 7311 to 7399	262 240 6677 to 6696	269 911 1262 to 1299	277 138 2424 to 2499
253 747 6924 to 6999	262 604 1515 to 1599	269 942 9300 to 3,0099	277 579 5683 to 5699
254 254 4490 to 4499	262 931 7066 to 7076	269 960 4957 to 4999	278 329 7023 to 7099
254 259 8867 to 8899	262 949 9200 to 9299	270 130 0028 to 0074	278 329 7119 to 7199
254 259 8951 to 9099	262 963 4912 to 4999	270 130 0089 to 0199	278 364 7000 to 7099
255 125 8500 to 8599	263 129 6984 to 6999	270 233 5700 to 5799	278 965 4400 to 4499
255 176 5373 to 5399	263 146 1837 to 1849	270 500 0040 to 0099	278 965 4900 to 4917
255 276 0949 to 0999	263 323 0768 to 0799	270 894 5717 to 5799	278 965 5300 to 5499
255 281 2647 to 2699	263 407 7000 to 7099	271 104 2220 to 2295	279 083 2729 to 2799
255 440 4800 to 4899	264 132 9200 to 9299	271 152 7058 to 7069	279 795 6200 to 6399
255 440 4900 to 4999	264 205 4017 to 4099	271 152 7076 to 7091	279 905 5100 to 5199
255 857 4749 to 4799	264 223 9121 to 9199	271 171 3205 to 3299	279 941 8435 to 8499
256 140 5400 to 5499	264 366 7033 to 9499	271 186 6354 to 6499	280 255 8618 to 8647
256 193 5100 to 5159	264 405 9660 to 9699	271 319 5039 to 5099	280 274 3300 to 3399
256 695 0525 to 0599	264 406 1201 to 1299	271 325 5500 to 5599	280 340 7356 to 7899
256 751 9503 to 9599	264 496 5357 to 5399	271 505 9478 to 9499	281 128 0237 to 0299
256 754 0030 to 0099	264 499 2331 to 2349	271 519 3200 to 3299	282 304 0900 to 0999
257 157 2164 to 2499	264 642 5304 to 5399	271 735 3760 to 3899	282 336 2000 to 2499
257 405 2600 to 2899	264 786 2900 to 2999	272 021 1770 to 1799	282 832 1100 to 1199
257 474 8312 to 8399	265 151 4134 to 4199	272 046 9552 to 9599	801 579 6056 to 6098
257 933 5300 to 5399	265 330 0400 to 0599	272 059 8000 to 8199	801 629 1900 to 1999
258 122 7638 to 7799	265 338 9048 to 9099	272 060 0800 to 0999	802 029 5199 to 8999
258 444 7185 to 7199	265 370 8800 to 8999	272 067 9254 to 9299	802 265 0575 to 1999
	265 387 1531 to 1599		802 678 2605 to 2699
	265 394 0669 to 0691		802 751 1128 to 1299

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, \$300



FIRST CLASS

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